

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES

ANNOUNCEMENT NO: CFSA-05-H015

POSITION: Social Worker (Recruitment),
DS-185-9/11/12

OPENING DATE: 10-22-04

CLOSING DATE: 11-04-04

IF "OPEN UNTIL FILLED"

SALARY RANGE: DS-185-09 \$42,476 -
\$53,028
DS-185-11 \$48,380 -
\$61,134
DS-185-12 \$54,598 -
\$69,851

FIRST SCREENING DATE:

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: DS-12

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: SEVERAL

AGENCY: Child and Family Services Agency (CFSA), OPDD, ODDPO, PFRA, FRDI

DURATION OF APPOINTMENT: | ☒ | Permanent | | Term (13 months to 4 years) NTE: Four (4) years
| | Temporary (Up to 1 year, Not-to-Exceed) |

| ☒ | This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

| | This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent conducts child-specific adoption and foster care recruitment. Reviews all pertinent information from the child's record to ascertain specific circumstances of the child (birth family, home environment, socio-economic status, health education, and mental health history) to develop an accurate profile of the child, for the purpose of exploring possible adoptive matches. Reviews information from collateral sources such as references, schools, medical reports, courts, police, employers, and other social service agencies. Assists in preparing children for adoption, recruitment and placement. Observes interactions, both verbal and non-verbal of children and infers areas of interpersonal comfort between adults, siblings and peers. Conducts orientations and prepares prospective foster and adoptive parents to pursue pre-service training. Maintains up-to-date case files for documentation of case activity. Participates in educational and training activities, professional meetings, conferences, and seminars to keep abreast of the latest changes in the field of social work. Participates in community events to recruit for prospective foster and adoptive parents for children served by CFSA and works to establish community relationships for this purpose.

QUALIFICATION REQUIREMENTS:

- A Master's Degree in Social Work from a school accredited by the Council of Social Work Education.
- One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.
- DS-09 requires a D.C. Graduate Social Worker License.
- DS-11 requires a D. C. Graduate or Independent Social Worker License.
- DS-12 requires a D. C. Independent Clinical Worker License

All positions require a valid Driver's License

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of the principles and practices of social work as evidenced by a Master's Degree in a field of social science, to provide residential support services to individuals and families;
2. Knowledge of psychiatric, psychological and medical practices used in the evaluation of treatment of children and families, to serve as an effective member of the multi-disciplinary treatment team;
3. Knowledge of pertinent resources, legal status and related policies and procedures as they affect children and families;
4. Knowledge and ability to identify a child's appropriate adjustments to removal and foster care; and
5. Skills to develop appropriate interpersonal relationships and ability to communicate effectively orally and in writing.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test and Criminal Background Check. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

MAIL TO:	Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:			
FAX TO:	(202) 727-5750	WEB SITE:	www.cfsa.dc.gov
EMAIL TO:	cf saj obs@cf sa -dc .org	TELEPHONE:	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES
